

Section 6: Licensing, Pre-Enrollment, & Provider Training

1. The Sponsor ensures that a Provider new to the Sponsor has current registration prior to enrollment in the CACFP. Providers are trained on CACFP requirements during the Pre-Enrollment visit. The Pre-Enrollment review at a minimum includes review of the CACFP Sponsor/Provider Agreement, record keeping, civil rights, administrative review/appeal rights and menu and meal service requirements.
2. Provider Pre-Enrollment: The Sponsor must obtain a Pre-Enrollment approval from the State agency before enrolling or transferring a Provider into their Sponsoring Organization. The Pre-Enrollment authorization from the State agency serves as documentation that the Provider is currently registered by the Montana DPHHS Child Care Licensing Bureau, is not participating with another Sponsor, does not owe any debt to the CACFP, is not seriously deficient in their operation of the CACFP, and is not on the CACFP National Disqualified List. Each provider file must contain proof of current registration by QAD/DPHHS prior to requesting Pre-Enrollment approval from the State agency.
3. When a current registration certificate is not available for a renewing Provider, a screen print from the obtained from the Montana DPHHS records system and website Child Care Under the Big Sky (CCUBS): http://oraweb.hhs.state.mt.us:9999/ccrd/plsql/ccrd_provider.startup, the Public Assistance Tool Kit site <http://vhsp.dphhs.mt.gov>, or a letter from the Montana DPHHS Child Care Licensing Bureau demonstrating current registration is maintained in file and available for review.
4. Providers are required to attend four (4) hours minimum total CACFP annual training each FFY Oct 1-Sept 30. Two (2) hours must be CACFP Program Management Training and two (2) hours must be Nutrition Training that is directly relevant to the CACFP. The Sponsor retains on file a description of the system for scheduling, conducting and documenting Provider annual training. All CACFP annual training offered to Providers by their sponsor must be approved in advance through the Early Childhood Project (ECP) in the Montana Early Care and Education Knowledge Bases. Examples of training agendas, sign-in sheets, reference materials, mention of media used, supporting handouts, and other applicable description of the training must be submitted as part of Attachment DD. The tool to be used to evaluate the success of the training provided must also be included as part of Attachment DD. Sponsors must retain all training documents on file and make them available for review by State agency reviewers and auditors and USDA-FNS authorities.

CACFP Program Management training must be approved in the Program Management Knowledge Base. Annual CACFP Program Management training must be a minimum of two (2) hours in length, and must include the provider's regulatory and contractual obligations with the Sponsor and to the state and national agencies to operate the CACFP. This CACFP Program Management training must be provided by the Provider's current sponsor in a face-to-face format [see policy SH CACFP 98-3 Rev 3].

Nutrition Training (training used to meet the CACFP annual training requirement) must be approved in the Health, Safety and Nutrition Knowledge Base. The Nutrition Training must, at a minimum, be two (2) hours long and be nutrition training specifically and directly relevant to the CACFP. Topics such as menu and recipe development, food service management, cooking skills, food safety and sanitation, child nutrition, nutrition education or children's special dietary needs, are appropriate examples. The Nutrition Training may be offered and/or taken in a variety of methods including, but not limited to: face-to-face, group, web-based, or self-study; all of these must be approved by the ECP prior to their occurrence.

5. **The Sponsor's policy for giving credit to providers for attendance and participation in Nutrition Training that is offered through organizations or sources other than the Sponsor, is as follows:**

Note: When Nutrition Training is allowed from outside sources, the Sponsor will obtain documentation and verification of the topic and training hours prior to approving the training for Provider's Nutrition Training for the CACFP. [7 CFR 226.16(3)]

6. Providers that do not meet the annual training requirement **must** be placed on corrective action to complete the annual training requirement at the Sponsor's discretion within the next 12 months. A provider that does not complete the required corrective action will be declared seriously deficient. Refer to MT CACFP Policy SH MT CACFP 2005-10.
7. **The Sponsor's Annual Training Plan for Providers is submitted for State agency approval as Attachment DD.**